

Recommendations and Problems
Monthly Reports for March 1958

CARTOGRAPHY DIVISION

The production of work by the Division has been adversely affected by the existence of an overload of work in the Printing and Reproduction Division. Because of the overload of work in the reproduction plants, our ability to meet planned deadlines is seriously restricted and is forcing the D/GC to extend time requirements when accepting new work. Steps are being taken to work out a more satisfactory arrangement with the Printing and Reproduction Division.

25X1A9a [REDACTED] D/GC, will be on TDY training in the preparation for his forthcoming 2-year tour of duty at [REDACTED] 25X1X7

During the month, a meeting was held with D/GL where agreement was reached on more efficient measures for carrying out current distribution and control procedures for D/GC maps.

25X1X7

During the month, the Division completed and forwarded to [REDACTED] 25X1A9a 25 final maps for Chapters II and IX 25X1X7 NIS. This represents completion of the D/GC commitment to [REDACTED] to date. It is expected that additional request will be initiated by [REDACTED] 25X1X7

Development and Construction Branch

Unless arrangements are made with the Reproduction plants to complete preliminary photography in less time than at present, the Chart and Graph and Terrain Sections will face serious difficulties in completing certain high-priority and closely scheduled jobs.

25X1A6d

The time has come for official action to be taken to force the [REDACTED] Reproduction Plant to complete and deliver the Offset Color Guide. This project has been underway for several years and the lack of an ink color guide is hampering efficient operations in the Division. The old guide has been completely out of stock for many months.

Far East Compilation Branch

There is need for a revision of the symbol section of the "style book" now in the hands of the compilers. The character of the symbols in the file of the Construction Branch is in many cases significantly different from that shown under the same number in the style book pages in use by the compilers. It has been necessary to change drafted symbols on maps as they varied so much from the symbol under the same designation in the compilers style book that the wrong emphasis was placed on certain categories of information on a map. The compilers have to walk to the Construction Branch to check what is actually in their symbol files before they can be sure that they are ordering an appropriate symbol when specifications are being prepared.

CARTOGRAPHY DIVISION (CONT'D)

Far East Compilation Branch (Cont'd)

The color style book is also needed for use in the Compilation Branches. The book that has been gestating for so long has more colors than we have in the book now in use and some of the colors repeated in the new book are known by different numbers.

It is suggested that a new section be added to the Monthly Status Report; the new section would consist of the re-run requests in process and completed and would be divided by Compilation Branches as the regular type jobs are listed. This may seem to be an addition to a chore, but it would enable us to present a more true picture of the current work load in any one branch and in the division. The volume of re-runs has been significant for some time, at least one year, and as it doesn't seem to be temporary it is recommended that it be given a place of recognition in our formal listing of work in the Division, the Monthly Status Report.

MAP LIBRARY DIVISION

None reported.

GEOGRAPHY DIVISION

Far East Branch

This is not in the nature of a problem or recommendation, but it is believed worthy of comment. The emergence of Indonesia as a subject of widespread intelligence interest -- including interest at extremely high levels in the U.S. Government -- underscores strongly the wisdom of maintaining some sort of continuing geographic intelligence research program on all areas of the world, including non-Bloc areas. Without such a program we would have been at a tremendous disadvantage in dealing with the intelligence requirement that culminated in the NSC briefing.

Europe Branch

25X1A9a

A discussion with [REDACTED] and a brief review of UW country studies prepared by other Branches reveals a wide variation in length and treatment throughout the Division. Apparently, this Branch goes in for the longest studies. In part the variation is inherent in the nature of the area studies, but there could be more uniformity. Perhaps the committee under [REDACTED] chairmanship appointed to review the studies can arrive at some recommendations for greater uniformity from Branch to Branch.

25X1A9a

25X1A9a

Quite by accident, [REDACTED] discovered that the CIA Library has established a treaty section since the Suez crisis, housing all documents pertaining to treaties. The person in charge says most of his requests come from this Division. Since we are responsible for boundary and territorial matters, how about annexing her and her function?

Coordination Staff

The chief problem continues to be shortage of personnel. Only with extensive overtime and because the Chapter IX schedule for FY 1958 has been relatively light has it been possible to meet most of our commitments to date.

Editing and Review Staff

The rush of high-priority UW reports during March seriously strained the facilities of GG/R. The large amount of work that was turned out would not have been possible without the efficient services of the front office and the typists. The typists even assumed some of the work that would normally be done in Editing, such as the preparation of tables of contents and arrangements of title pages. In the absence of [REDACTED] [REDACTED] also were of invaluable help in editing G-21.

25X1A9a

25X1A9a

Both GG/R and Reproduction are still working on the problem of adequate photographs for D/GG reports. The experiment with a photographic appendix on enamel stock was tried on GR-171, [REDACTED], and [REDACTED] 25X1X4 proved very satisfactory. The method, however, could not be used in all reports, and might require too much editorial time. On G-18, Novaya Zemlya, Reproduction has tried new techniques. The result is very satisfactory, but the experimentation resulted in an unjustifiable delay in issuing the report. Another report, however, should be run off without similar delay.

GEOGRAPHY DIVISION (CONT'D)

Editing and Review Staff (Cont'd)

The biggest problem facing the Staff is the standardization of UW Reports. The opinions of the various Branch Chiefs as to length (ranging from about 12 to 55 pages), terminology, and amount of detail to be included differ radically. A committee consisting of the Editor in Chief and the Branch Chiefs most intimately concerned with UW Reports has been set up within the Division. Before the first meeting of the Committee, GG/R suggests that each of the members be given copies of widely differing reports which can be reviewed before the meeting and serve as a basis for discussion.

Staff - [REDACTED] 25X1A9a

25X1A9a

The corrective typing of the Asia-USSR section of the civil division project and the editing, proofing, typing, etc. of other sections all await a few decisions that can be made, apparently, only by the Editor-in Chief. We do not believe the pending questions would take more than 2 hours of [REDACTED] time; however, until they are resolved nothing can move on the final production front and opportunities to use odd hours of typists' time cannot be exploited. Needless to say, we would like to see this bottleneck eased.